SIS2000+ Training Manual

Academic History

Preparing for Graduation Requirements

Using the Table Editor
Using the Student Editor
Using District Courses
Using Post to History
Using Student Academic History

Purpose

The Requirements application may be used to verify students' eligibility in a number of areas, based on criteria specified. One of those areas is Graduation Requirements. This application can be configured to define how many credits of a course or subject a student must be awarded in order to meet the eligibility requirements for graduation from their school, and then determine whether or not a student has met those requirements.

There are several other tables and application that must be set-up and used to define how marks and credits will be awarded. That preparation process is covered on the following pages, and should be used as a guideline or checklist at the time when Graduation Requirements are defined or altered to ensure that the proper data is included in the eligibility checking that the Requirements application will be doing.

Pre-Requisites

There are several areas that must be set-up and configured properly before using the Requirements application to track Graduation Requirements. The appropriate tables need to be set-up in the Table Editor. Students involved in the process must have a Graduation Requirement selected for them in the Student Editor. The courses defined in District Courses must be set-up to differentiate between different subject areas and different course codes. Academic History records must be posted for students in the Student History application.
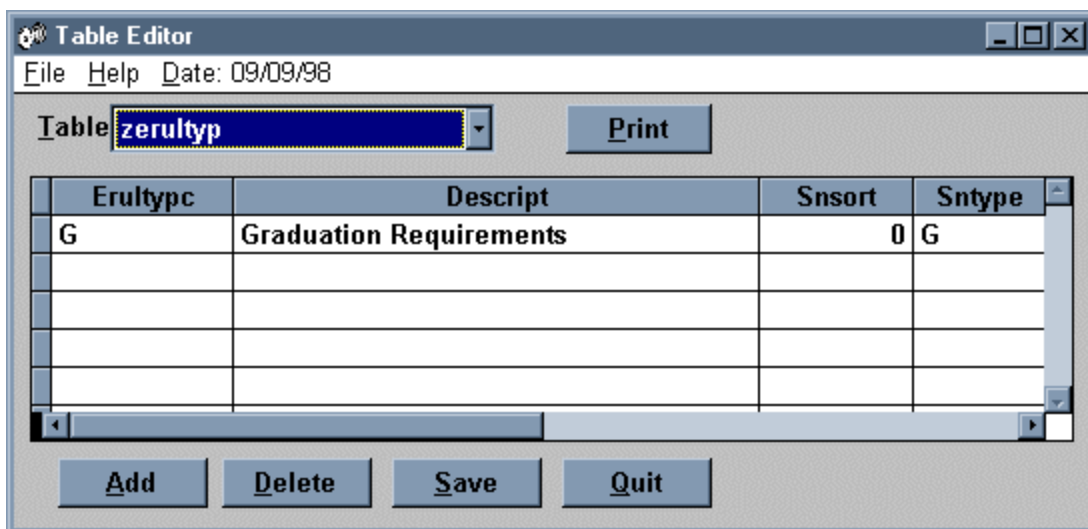
Training Objectives

Use the Table Editor to prepare Graduation Requirements configuration.
Use the Student Editor to select Graduation Requirements for students.
Use District Courses to ensure that courses are defined properly.
Use Post to History to post students' marks to their Academic History records (transcripts).
Use Academic History to verify the credits have been awarded to students.

TABLE EDITOR SET-UP

Before you can use the Requirements Editor, there are tables that need to be set-up through the Table Editor, under the System Menu. The tables are shown and described below:

Eligibility Rule Types (zerultyp)

The first table you will want to set-up is the Eligibility Rule Types table. This table holds the codes for each type of requirement that is supported by the Requirements application. Currently, Graduation Requirements is the only type supported.

Eligibility Rule Types table in the Table Editor.

Erultypc – the single-character code given to this type of eligibility.

Descript – the description of this rule type.

Snsort – the order that the eligibility rule types will be displayed in drop-down boxes.

Sntype – the hard-coded, SIS 2000+ equivalent code for this type of eligibility rule. **Must be 'G' for Graduation Requirements.**

Graduation Requirements Codes (zgradreq)

This table is where you name the different types of Graduation Requirements that students will be expected to meet in order to be eligible for graduation. These requirements will be linked to students through the Student Editor.   At some schools this will be a listing of the possible diplomas that can be earned.

Gradreqc	Descript	Snhide	Snsort	Erequniq
B	Both Preparatory/Technical Diplo	0	1	.NULL.
M	Coll Prep w/Dist & Tech/Career P	0	1	.NULL.
P	College Prep & Tech/Career Prep	0	1	.NULL.
Q	College Prep & Tech/Career Prep	0	1	.NULL.
R	College Prep & Voc/Tech include	0	1	.NULL.
N	College Prep w/Distinc & Tech/Ca	0	1	.NULL.
C	College Preparatory Diploma	0	1	15000002
D	College Preparatory Diploma w/ D	0	1	.NULL.
G	General High School	0	1	15000002
S	Special Education Diploma	0	1	.NULL.
U	Technical/Career Prep with Disti	0	1	.NULL.
A	Technical/Career Prepatory	0	1	.NULL.
V	Vocational/Technical Diploma	0	1	15000001
T	Vocational/Technical Diploma inc	0	1	15000001
_	<Unset>	0	999	.NULL.

Graduation Requirements table.

Gradreqc – the code you use for this graduation requirement.

Descript – the full description of this requirement.

Snhide – a '1'1 in this field designates that this requirement will be hidden from SIS2000+ applications.

Snsort – the order that the requirements will be displayed in SIS2000+ applications

Erequniq – designates the Eligibility Rule that will later be tied to each Graduation Requirement defined in this table. Will be edited at a later time through the Requirements application. **DO NOT enter a value into this table directly through the Table Editor.**

STUDENT EDITOR SET-UP

For the Requirements application to be able to know which students to include in it's eligibility checking process, the Graduation Requirements field will need to be set for students through the Student Editor. Different students may have different sets of requirements, and setting this field tells the Requirements which students need to meet which set of requirements. Students with nothing set in this field will not be looked at by the Requirements application when checks for eligibility for graduation are run.

Student Editor – Miscellaneous Tab

Launch the Student Editor from the Enrollment menu and select the proper student. Go to the Miscellaneous Tab. Click Edit and choose the appropriate Graduation Requirement for the selected student. Click Save.

Miscellaneous Tab of the Student Editor, where the Graduation Requirements field is located for each student.

This will need to be set for all students that you want to include in the Graduation Requirements checking process.
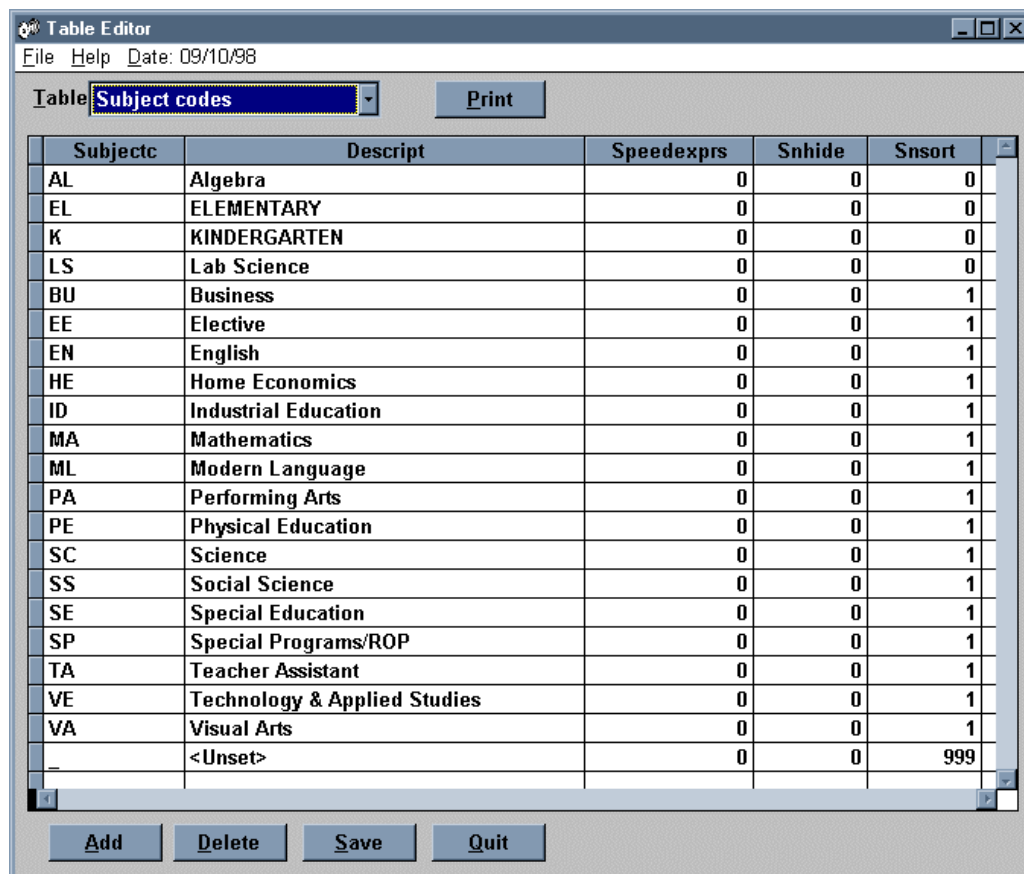
DISTRICT COURSES SET-UP

In District Courses, it is important to select the Subject category for which each course will fall under in regards to meeting Graduation Requirements. While you are working on the Subject field, you may want to also check out the credit set-up that was done for each course as well.

Selecting a Subject

Before you begin the process of defining which subject each course is associated with, the Subject Codes table will need to be set-up properly. It may have already been set-up, but you may want to at least check it to make sure that none of your subject areas were missed.

Subject Codes (zsubject)

This table is where you name the different types of Subject categories that you will be using to link courses to graduation requirements. It is located in the Table Editor, under the System Menu.

Subjectc	Descript	Speedexprs	Snhide	Snsort
AL	Algebra	0	0	0
EL	ELEMENTARY	0	0	0
K	KINDERGARTEN	0	0	0
LS	Lab Science	0	0	0
BU	Business	0	0	1
EE	Elective	0	0	1
EN	English	0	0	1
HE	Home Economics	0	0	1
ID	Industrial Education	0	0	1
MA	Mathematics	0	0	1
ML	Modern Language	0	0	1
PA	Performing Arts	0	0	1
PE	Physical Education	0	0	1
SC	Science	0	0	1
SS	Social Science	0	0	1
SE	Special Education	0	0	1
SP	Special Programs/ROP	0	0	1
TA	Teacher Assistant	0	0	1
VE	Technology & Applied Studies	0	0	1
VA	Visual Arts	0	0	1
_	<Unset>	0	0	999

Subject Codes table in the Table Editor.

Since you can set-up Requirements to tie transcript records to subject codes, you may want to make sure that every category you use in your graduation requirements is entered as a subject.

For instance, you may list both 'Algebra' and 'Mathematics' as subjects if you require that a student meet a particular Algebra requirement in addition to other Mathematics requirements. If you do not make such a distinction, the just entering Mathematics would suffice.

Another example would be to include both 'Lab Sciences' and 'Science' in the Subject Codes table. You might do this if your Graduation Requirements include 2 years of Laboratory Sciences in addition to 2 years of any type science. You would then set the subject field for courses such as 'Biology', 'Chemistry', or 'Physiology' to 'Lab Sciences', and other courses such as 'Physical Science', 'Ecology', or 'General Science' would be set with 'Science' in their Subject field.

Once the Subject Codes are set, you can go into District Courses and select the proper subject for each course.

Subject Field in District Courses

Launch the District Courses application from the System Menu. Select the proper course and click Edit.

Go to the Subject field on the 'General' tab and pick the subject area that this course counts towards in meeting Graduation Requirements.

District Courses, General Tab where the Subject field is located.

Checking Credits and Codes

To verify that the credits awarded for completion of this course and other codes were set-up properly, go to the 'Credits/Codes' tab in District Courses.

District Courses, Credits/Codes tab.

Credit Awarded

The top few fields on this screen have to do with the amount of credit that will be awarded for completion of the course:

Grad Credits - enter how many credits are granted by completion of this course towards Graduation Requirements. These values will be standard within a district for all schools offering the same course. Here you are defining that successful completion of this course will give students 1 credit (or units) towards their Graduation Requirements for the subject 'Life Sciences'.

GPA Credits - the value used in calculating GPA's. This value is normally the same as a credit, but it may be different.

Credit Type - the type of credit awarded for this course (such as 'Semester Hour', 'Quarter Hour', 'Carnegie', etc). In the above example, 1 unit of Carnegie credit awarded for successful completion of the course.

Variable Credit - check here if variable credit is allowed in this course. To allow schools to give partial credit for a course, check **Variable credit**. In the above example, 0.5 units of credit could be awarded for completion of half, or only one semester, of the course.

> NOTE: Remember, as you Save changes that affect a course's 'history' record, a change that affects GPA calculations or transcript information, you will be asked if you want to UPDATE the existing course record or CREATE a NEW course history record.
>
> If you choose to UPDATE, all existing transcript records will be affected by the change. If you CREATE NEW records, old transcript records will still point to the old information; new records will use the new information.   For records entered manually, you will have to choose which set of course information you want to use for each course entered in Student Academic History based on what was recorded as the effective date of the different historic records.

GPA Calculations and Marks for Successful Completion of a Course

The next set of fields deals with the calculations that will be involved in generating student's GPA's, and what marks constitute 'successful' completion of a course:

GPA Level - level indicator for calculating GPA for weighted marks. Up to ten GPA Levels can be defined for a school. Level '0' is generally used as the default GPA that the majority of your courses will use. (These levels are defined in the Mark Reporting Set-Up Process, through the Mark Values application). An 'Honors' or "Advanced Placement" course, for example, may use a different GPA scale, so the GPA Level field would be used to indicate which scale is used. This is linked directly to the next field, '**Mark Set'**.

Mark Set - select which Mark Set your GPA Level will be pulled from for GPA calculations. You may have several Mark Sets defined, each with its own group of GPA Levels; so you must designate which Mark Set the GPA Level you just entered is coming from. (Available selections have been defined in the Mark Reporting Set-Up Process.)

Also, within each Mark Set, you should have also defined Mark Values ('A', 'B', 'C', 'D', and 'F', for example). During that set-up you should have also designated which of those marks are counted in GPA calculations and which are counted towards Graduation Requirements. Marks with a check under 'Grad Cr' are counted as successful completion marks when posting records to a students transcript, which means that the student is awarded credit for that course on their transcript record. In turn, those credits on the transcript record are counted as successful completion credits towards meeting Graduation Requirements.

Mark Values screen (from Mark Reporting menu, then Mark Values) with the Mark Set of 'Letter Marks (no +/-) displayed.

In the above example, you can see the two GPA scales used in this school. '**GPA Val 0**' is the default, four-point scale. '**GPA Val 1**' is the five-point scale this school uses for Advanced Placement courses. Also, under '**GPA Cr**' and '**Grad Cr**' you can see that all marks are included in the GPA calculations, but that the mark of 'F' does not count as successful completion of the course, and is not awarded Graduation Credits when it is posted to a students Academic History record (transcript).

✍✍ More information on the Mark Reporting Set-Up process can be found in the Mark Reporting Set-Up documentation.

SpeedeExpress Code

Whether or not you subscribe to SpeedeExpress, you may want to put a code for your courses in this field. It may very well be the exact same code that you use as the Course Code, or you may want to use a more 'generic' code that you assign to all 'Algebra 1' courses for example.

You may want to do this because the SpeedeExpress code is stored with the transcript record for each course that ends up on the students' Academic History records. Since you may be entering courses into the transcript that are not offered at your school, that a student may have taken elsewhere, you may want to use the SpeedeExpress code to 'match' the added course to you existing, equivalent courses.

To make those courses 'match' your equivalent course you should enter a SpeedeExpress code for your normal course, as well as for the transferred course, that is the same for both. That way, the two courses will have different course codes when you are setting-up for your scheduling process, so the correct one will be used for those purposes. But, when you enter the course into a student's Academic History, you can choose the specific course that the student completed and earned credit for. And, since the Speede Express codes are the same for both courses, when

you are setting up Graduation Requirements, you'll only have to define that single, 'generic' Speede Express code as a required code and either course will count as credit in the specified category.

The SpeedeExpress code field is located on the 'Credits/Codes' tab in District Courses.

?? More information on the District Courses set-up can be found in the Scheduling – District Courses documentation.

POSTING MARKS TO ACADEMIC HISTORY

For the marks that a student earned to be posted on their Academic History record, they must be 'moved' from the Marks Entry area to the Academic History area. This is done through the Post to History application. Post to History takes the marks entered in Class Marks or Student marks and posts them to the Academic History records of each student. This process is how marks earned during the normal school year are put onto the students' transcripts.

When marks are posted, students are also awarded graduation credits, based on what was set-up in district courses and in the Mark Reporting set-up. The amount of credit awarded and which marks earn credit for completion were defined in the previous step, 'Set-Up District Courses'. If no marks are posted, no credit is posted, and the Requirements application will have nothing to base its eligibility processes on.

Define which Marks to Post to History

Before you begin the process of Posting Marks to History, you must first define which marks will be posted. (This is different than the previous step where you defined which marks will be awarded credit.)

In the Mark Reporting set-up process, while defining your Mark Definitions, you told the system which Mark Types would be posted for each Timeline Point. This was done when you added **Categories** to your Mark Definitions, and then added **Items** to those Categories. Those Items consisted of **Mark Types**, which were defined as 'Posted' or 'Not-Posted' based on the **'Post' check-box**.

Mark Definition Add/Edit Category screen showing the Post checkbox checked-on for a Mark Type.

A quick and easy way to check that the proper Mark Types for each Mark Reporting Timeline Point have been properly designated as being posted to History is to launch the Mark Definitions application from the Mark Reporting menu. Select the proper Mark Definition using the List feature. Then, click on the '**View All Items for Definition**' tab.

This will give you a summary grid of all the Mark Items set-up for the selected Mark Definition. There is a column titled '**Post**' that designates which marks will be posted to Academic History when you perform the Post to History process.

Mark Type	Mark Set	Post	Mark Category
Conduct	Conduct/Effort/Attitude	☐	Fourth Nine Weeks Mark Entry
Effort	Conduct/Effort/Attitude	☐	Fourth Nine Weeks Mark Entry
Academic	Numeric	☐	Second Nine Weeks Mark Entr
Attitude	Conduct/Effort/Attitude	☐	Second Nine Weeks Mark Entr
Conduct	Conduct/Effort/Attitude	☐	Second Nine Weeks Mark Entr
Effort	Conduct/Effort/Attitude	☐	Second Nine Weeks Mark Entr
Academic	Numeric	☐	Third Nine Weeks Mark Entry
Attitude	Conduct/Effort/Attitude	☐	Third Nine Weeks Mark Entry
Conduct	Conduct/Effort/Attitude	☐	Third Nine Weeks Mark Entry
Effort	Conduct/Effort/Attitude	☐	Third Nine Weeks Mark Entry
Final	Numeric	☑	Final Mark For Year
State Exam	Pass/Fail	☑	Third Nine Weeks Mark Entry

Mark Definitions application, View All Items for Definition' tab showing which marks will be posted to Academic History.

Verify that the proper marks are designated for posting for each Mark Definition that your school uses.
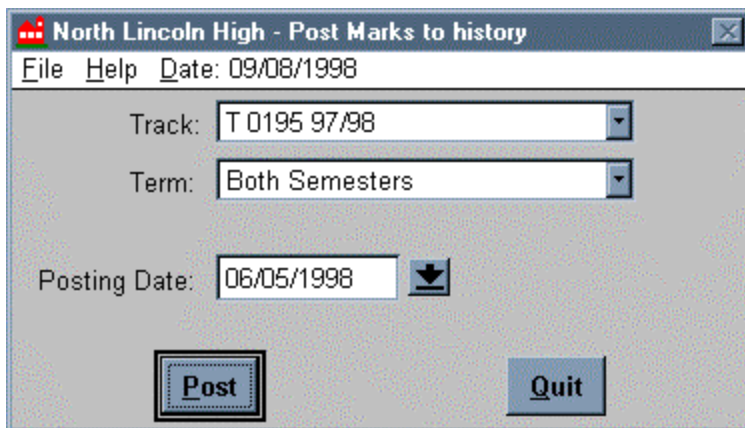
??More information on the Mark Reporting Set-Up process can be found in the Mark Reporting Set-Up documentation.

Post Those Marks to Academic History

Once the marks that will be posted are defined, and marks have been entered for students through Class Entry or Student Entry, they must be posted to the students' transcript, or Academic History, records. This is done through the **Post to History** application, under the Mark Reporting Menu.

NOTE: If your school uses 'Final Marks', a mark that is a calculated average of marks earned in a defined period of time, you will want to use the **Calculate Final Marks** application before Posting Marks to History, if those Final Marks belong on the transcript.

✐✐ More information on the Calculate Final Marks application can be found in the Mark Reporting – Mark Calculations and Related Reports documentation.

Post to History selections.

Track – select the proper track.

Term – select the Mark Reporting Term that contains the Marks you want to post to the students' Academic History records.

Posting Date – enter the date that you want recorded as the posting date for these Marks in the students' Academic History records.

After you've made your selections, click on the **Post** button to run the posting process. This will take a while to run, and you will receive a dialogue screen summarizing how many records were posted.

The posted Marks may then be view, edited, or added to in the Academic History applications.

STUDENT ACADEMIC HISTORY

The Student Academic History application provides an editable list of a student's course history (transcript) and GPA calculations. Most of the information appearing in this program is automatically entered from other Mark Reporting and Academic History applications such as Post to History, Calculate Attendance, and Calculate GPA.

NOTE: Calculating students' Grade Point Averages is not a required step for Graduation Requirement eligibility checking. But, if you want GPA's to be displayed on students' transcripts, you will want to run that process before printing transcripts.

✍✍ More information on Calculating GPA's can be found in the Academic History – Calculate GPA documentation.

View a Student's Academic History Records

Launch the **Student History** application from the Academic History menu. Select the student whose records you want to review. The opening screen displays a summary of each student's transcript records. It defaults to showing all grade level of completed course work. You may filter that view by selecting a grade range if desired.

Student History summary screen, emphasizing some of the fields used by the Graduation Requirements eligibility checking process.

Year - The ending year of the school year in which the course was completed.

Grade - The grade level in which the student completed the course.

Term - The term the course was completed during that school year.

Subject - The subject category the course is associated with. **(May be used in conjunction with Graduation Requirements).** This attribute was defined in District Courses.

Course - Course description defined in the Course Editor. **(May be used in conjunction with Graduation Requirements).**

Mark 1 - Primary grade type

Attempt(ed) - Attempted graduation credit.

Credit - Graduation credit awarded (earned). This number will be the same as the attempted graduation credit (Attempted), unless the student failed the course or was awarded only partial credit. (**This is the number that the Requirements application will use in checking Graduation Requirements.)**

Rpt (repeated) - Indicates that this course was repeated for another course.

Mark 2 - Secondary grade type.

School (current school) - When SchoolNet calculates GPA, only transcripts from the current school are used. Therefore, when a transcript record is entered manually, this field must be set to the current school if the transcript data is to be included in GPA calculations and transcript printouts.

Edit a Student's Academic History Record

You may select a row from this summary screen and click Edit if you need to make a change to any of the data for a given course. When you click Edit, you can go through sub-screens that hold more detailed information on the selected transcript record.

Graduation Requirements deals mostly with the information stored on the Course and Credit tabs of the Student History sub-screens.

Course Tab

Course information sub-screen of a Student's Academic History record.

Course, **Subject,** and **SpeedeExpress Course** are the fields that can be used by the Requirements application to determine where a course falls in meeting graduation requirements. You will want to make sure that these fields are filled out properly.

Credit Tab

Credit information sub-screen of a Student's Academic History record.

Credit Awarded is the field that is used in calculating how much credit students have earned for the completion of their courses when checking for Graduation eligibility. You will want to make sure that the number entered here is correct.

What's Next?

Once all of this set-up is complete, and the proper data has been input and calculated, you may move on to using the Requirements application to both set-up for using Graduation Requirements and checking students' eligibility for graduation.